

Heat Pump Start-Up Checklist

Homeowner Name:

All applicable sections must be filled out by the contractor at the time of installation. This completed form must be signed by the contractor. Submittal required to receive PUD funding. Keep a copy for your records.

New Heat Pump Equipment

AHRI #	HSPF	SEER	Balance Point	Outdoor Unit Make	Outdoor Unit Model #	No. of Stages or Check for Inverter Driven ☐
Backup/Auxiliary Heat Type	Backup/Auxiliary Heat Capacity (kW)	Indoor Unit Make	Indoor Unit Model #	Outdoor Unit Capacity (Tons)		

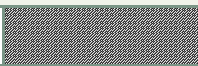
External Static Pressure test

CHECK IN FULL CAPACITY UNLESS CONDITIONS DO NOT PERMIT. ATTACH ADDITIONAL SHEETS AS NEEDED IF TEST MUST BE RE-RUN				NOTE: External Static Pressure of 200 Pa (0.8 inches H ₂ O) or more in Step 4 can result in excessive fan energy use and early fan failure.
1. Expected CFM/Ton based on fan wiring board settings	1. Heating CFM/Ton Setting	1. Cooling CFM/Ton Setting	Units (PA or in. H ₂ O)	
2. Measure return static pressure				
3. Measure supply plenum static pressure	2. Return Static Pressure	3. Supply Plenum Static Pressure	4. External Static Pressure	
4. External Static Pressure = #2 + #3				

Air Flow

Total CFM	How was this verified?
	☐ CFM/Ton ☐ Thermostat ☒ TrueFlow Plate (if checked, complete TrueFlow Test section)

TrueFlow Test

CHECK IN FULL CAPACITY UNLESS CONDITIONS DO NOT PERMIT. ATTACH ADDITIONAL SHEETS AS NEEDED IF TEST MUST BE RE-RUN.					
1. Measure Normal System Operation Pressure (NSOP)	1. NSOP	2. Units (PA or in. H ₂ O)	3. Plate Size (#14 or #20)	4. TrueFlow Plate Location	
5. Measure Supply Pressure with TrueFlow plate in (TFSOP)					
6. Calculate Correction Factor [SQRT(NSOP/TFSOP)]	5. TFSOP	6. Correction Factor	7. Plate Pressure	8. Raw CFM	9. Corrected CFM
9. Calculate Corrected CFM (Raw Flow x Correction Factor)					10. CFM/Ton

Refrigerant Charge Information/Testing

ECM Blower on Indoor Unit? (Y/N)	OD Air Temp (°F)	Testing Mode	Stage/Capacity Tested (High/Low/Other)	Total Lineset Length (ft)	Units (PA or in. H ₂ O)

Performance Check: Run unit for at least 15 minutes in compressor-only mode before taking readings

Heating Mode:	Supply Air (SA) Temperature	Return Air (RA) Temperature	Temperature Split (SA-RA)	Is expected temp split from charge acceptable? (Y/N)	
Cooling Mode:	Discharge Pressure (PSI)	Discharge Temperature [A]	Liquid Line Temperature [B]	Subcooling [A]-[B]	Is subcooling [A]-[B] acceptable? (Y/N)

Controls

Make/Model of Indoor Thermostat	Auxiliary (Strip) Heat Lockout Temperature (30°F/35°F/Other)	Outdoor Thermostat Location

Required Technician Signature

By signing below, technician certifies that this form and any accompanying documentation are complete and accurate, and that all measure associated with this project meet program require

Contractor Name	Technician Name

SIGNATURE

Technician Signature

Date:

☐ Electronic Signature: By checking the Signature box, inserting my name on the signature line, and submitting the form electronically to the PUD, I certify that I understand and agree to the above terms.

CONTRACTOR: Please remember to do the following

- Provide warranty information and review it with the customer
- Provide the heat pump manufacturer's owner manual to the customer
- Explain the different operating modes (e.g. heating, emergency heat, defrosting) of the heat pump system as well as the effects of obstructing registers/return-air grilles to the customer
- Demonstrate how to clean or replace the filter to the customer
- Review and explain operation of the indoor thermostat and indicator lights with the customer